



IDAHO STATE POLICE TRAINING REQUEST

ISP Training Request forms must be received by the Training Section 30 days prior to the scheduled training program. Out-Of-State Travel Requests, if appropriate, must be submitted through the chain of command for approval, but should not accompany the ISP-TR1 Form. Attendees seeking course enrollment through the Training Section are encouraged to submit requests as early as possible to ensure that sufficient openings are available. If the Training to be attended is in the HQ/Meridian area, Training Section will notify the cafeteria and make lodging arrangements unless otherwise directed.

Name of Attendee:		Date of Request:	
Region:		Job Title:	
Course Name:		Course Date(s):	Course Location:
Registration Fee/Tuition: \$		Estimate of Additional Costs: \$	
Course Information Attached? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Enrollment by Training Section Requested? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Mode of Transportation: State Vehicle <input type="checkbox"/> Private Vehicle <input type="checkbox"/> Rental Vehicle <input type="checkbox"/> Commercial Air <input type="checkbox"/> Other <input type="checkbox"/> Describe Other:			
Lodging Required ? (Only HQ/Meridian area): Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, list nights and <u>any</u> exceptions:		Cafeteria Meals Required ? (Only HQ/Meridian area): Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, list days and <u>any</u> exceptions:	
Reason for Attending Course and Employee/Career Development Applicability:			
APPROVAL(S)/COMMENTS			
Immediate Supervisor:		Date:	Approved <input type="checkbox"/> Denied <input type="checkbox"/>
Comments:			
Bureau/Region Commander:		Date:	Approved <input type="checkbox"/> Denied <input type="checkbox"/>
Comments:			
Division/H.Q. Representative:		Date:	Approved <input type="checkbox"/> Denied <input type="checkbox"/>
Comments/Funding Source PCA/Project:			
TRAINING OFFICE USE ONLY			
Date ISP-TR1 Received:	Endorsed: Yes <input type="checkbox"/> No <input type="checkbox"/> Initials:	Confirmation Provided to Attendee: Date/Initials:	
Course Reservations Made, if Requested: Date/Initials:	Lodging Reservations if HQ/Meridian Training: Date/Initials:	Cafeteria Notified if HQ/Meridian Training: Date/Initials:	